



NASBLA Expense Report Form

☐ Advance

☒ Reimbursement

(check one)

Submitted by: _____
Name: Raynor Tsuneyoshi
Agency: CA Dept. of Boating and Waterways
Address: 2000 Evergreen Street, #100
City, State, Zip: Sacramento, CA CA 95815
Phone: 916-263-4326
Email: rtsuneyoshi@dbw.ca.gov

Payable to: _____
Payee name: Information is the same as Submitted by
Address: _____
City, State, Zip: _____
Contact name: _____
Phone: _____
Email: _____

Purpose of trip/expense:

NASBLA Board Meeting in Colorado Springs, CO

National Association of State Boating Law Administrators

Date	Arrive	Depart	Destination	B'fast	Lunch	Dinner	Incidentals	Subtotal	Lodging	Total
July 13, 2009		6:00 am	Sacramento, California	\$8.00	\$12.00		\$3.00	\$23.00		\$23.00
July 14, 2009			Colorado Springs, CO	\$8.00			\$3.00	\$11.00		\$11.00
July 15, 2009			Colorado Springs, CO	\$8.00			\$3.00	\$11.00		\$11.00
July 16, 2009			Colorado Springs, CO	\$8.00			\$3.00	\$11.00		\$11.00
July 17, 2009		6:48 am	Colorado Springs, CO	\$8.00			\$3.00	\$11.00	\$288.81	\$299.81
July 17, 2009	10:08 am		Sacramento, California							
Total								\$67.00	\$288.81	\$355.81

Date	Airfare, P.O.V. Mileage, or Other Transportation Expense (Taxi, Parking, Etc.) Explain	Amount
7-17-09	Airfare	\$483.90
7-13-09	Shuttle	\$20.00
7-13-09	Excess baggage	\$40.00
7-17-09	Excess baggage	\$50.00
7-17-09	Shuttle	\$20.00
Subtotal		\$613.90
Total from above		\$355.81
Total		\$969.71
Less: \$ Advanced		
Total Due		\$969.71 **

INSTRUCTIONS: REVISED 7.23.08

- Individual incurring expense on NASBLA's behalf must complete and sign the form.
- Check appropriate box indicating request is an *Advance* or *Reimbursement* and enter traveler name and address.
- List who the check is to be made payable to and include the proper mailing address.
- List only **ALLOWABLE EXPENDITURES**:
 - Airfare**: Coach; must include passenger ticket receipt.
 - Ground Transportation**: Lowest cost option; taxi, shuttle, etc.
 - Hotel**: Actual & customary costs with original receipt.
 - Personal Vehicle**: Reimbursed @ \$.585 per mile (effective July 1, 2008)
- Meal & Incidentals Allowance**: Current GSA Domestic M&IE Per Diem Rate for destination city available at: www.gsa.gov/mie
- Attach original purchase receipts documenting all expenditures listed.
- Sign and date the certification statement in the lower right corner.
- Submit original signed requests for reimbursement along with purchase receipts by **MAIL ONLY** to: NASBLA Headquarters, 1500 Leestown Road, Suite 330, Lexington, KY 40511-2047

**\$483.90 owed to DBW

Total due: \$485.81

CERTIFICATION: I hereby certify that the listed expenses were incurred on behalf of NASBLA and that no other reimbursement is being claimed from any other source:

NAME: _____

DATE: _____

(For office use only)

APPROVED FOR PAYMENT BY: _____ DATE: _____

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

DBW HQ
2000 EVERGREEN ST, SUITE 100
SACRAMENTO, CA 95815-3888



Employee Name	TSUNEYOSHI, Raynor
Expense Dates	07/30/09-08/02/09
Total Expense Amount	604.76
Amount Due Employee	149.00
Form ID	TEA000489046

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	08/02	Parking, Auto	36.00	
2)	08/02	Gasoline	15.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents

Approved
by:



Travel & Expense Account Summary

Employee Name Raynor TSUNEYOSHI
Expense Dates 07/30/09-08/02/09
Report Name US Power Squadron

Request Total \$ 604.76
Direct Charge Total - 455.76
Travel Advances - 0.00
Net Due Employee = **149.00**

Trip Totals

Trip/Expense Category	Trip Name	Total Amount
Regular Travel	US Power Squadr	604.76

NOTE: (d)=Direct Charge

DATE	Thu Jul 30	Fri Jul 31	Sun Aug 2							TOTAL
Breakfast	6.00	6.00	6.00							18.00
Lunch	10.00	10.00	10.00							30.00
Dinner	18.00	18.00								36.00
Incidentals		6.00	6.00							12.00
Commercial Air Fare (d)			303.20							303.20
Parking, Auto			36.00							36.00
Gasoline			15.00							15.00
Bridge Tolls			2.00							2.00
Auto Rental (d)			152.56							152.56
TOTALS \$	34.00	40.00	530.76							604.76

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	US Power	07/30/09	Breakfast	6.00	Cash
Regular Travel	US Power	07/30/09	Lunch	10.00	Cash
Regular Travel	US Power	07/30/09	Dinner	18.00	Cash
Regular Travel	US Power	07/31/09	Breakfast	6.00	Cash
Regular Travel	US Power	07/31/09	Lunch	10.00	Cash
Regular Travel	US Power	07/31/09	Dinner	18.00	Cash
Regular Travel	US Power	07/31/09	Incidentals	6.00	Cash
Regular Travel	US Power	08/02/09	Commercial Air Fare	303.20	Direct Charge
Regular Travel	US Power	08/02/09	Parking, Auto	36.00	Cash
Regular Travel	US Power	08/02/09	Gasoline	15.00	Cash
Regular Travel	US Power	08/02/09	Bridge Tolls	2.00	Cash
Regular Travel	US Power	08/02/09	Incidentals	6.00	Cash
Regular Travel	US Power	08/02/09	Breakfast	6.00	Cash
Regular Travel	US Power	08/02/09	Lunch	10.00	Cash
Regular Travel	US Power	08/02/09	Auto Rental	152.56	Direct Charge